

Spec. Code: 0171  
Occ. Area: 03  
Work Area: 000  
Prob. Period: 12 mo.  
Prom. Line: None  
Effective Date: 10/15/12  
Last Action: Rev.

## **ADMINISTRATIVE ASSISTANT**

### Function of Job

Employees at this level are engaged in overseeing administrative functions which are characterized by decision making discretion and responsibility including supervisory responsibilities for staff and/or job function. Administrative Assistants' job duties are also characterized by high impact activities that can affect more than one department and for which errors can have serious consequences.

### Characteristic Duties and Responsibilities

An Administrative Assistant –

1. advises and provides executive support to an executive/administrator
2. maintains an encompassing, organized overview of significant University and departmental responsibilities and deadlines
3. reviews, evaluates, develops, and interprets University and departmental policies and operational procedures
4. drafts multi-source communications/reports for executives/administrators and develops and distributes any other correspondences as directed
5. investigates, plans, organizes, interprets, and analyzes various sources of information in support of administrative reports and University and/or departmental business operations
6. manages and develops confidential information and systems including maintaining personnel records and salary information, and also manages institutional, historical, and ordinary documents
7. oversees the planning and implementation of special events (e.g., departmental and university-wide presentations)
8. serves as a liaison providing authoritative information, assistance, and advice to departments, various constituencies, and individuals at all levels (including national, state, regional, community, and campus levels)

9. acts as a representative for departments and/or executives/administrators, as requested, which includes sitting on various committees and/or attending professional conferences
10. supervises staff, student workers, and extra help; evaluates staffing needs and ensures that the personnel needs of a department are being met; develops and reviews job descriptions for unit staff positions and oversees personnel transactions, hiring/searches; provides approval and submission of time cards and annual performance appraisals, etc.
11. manages budget activities (e.g., prepares budget projections for the fiscal year, plans distributions, approves and maintains accounts, approves budget transfers and conducts budget reconciliations); maintains an itemized recording of expenditures, prepares expenditure reports and monitors and tracks fiscal year project allocations
12. performs related duties as assigned

#### MINIMUM ACCEPTABLE QUALIFICATIONS

#### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any one or any combination totaling five (5) years (60 months) from the following categories:
  - (a) college course work in business, finance, accounting or a related field:
    - 60 semester hours or an Associate's degree equals one (1) year (12 months)
    - 90 semester hours equals two (2) years (24 months)
    - 120 semester hours or a Bachelor's degree equals three (3) years (36 months)
    - Master's degree or higher equals four (4) years (48 months)
  - (b) progressively more responsible professional, managerial and supervisory experience that included experience in areas such as supervising staff or job function, organizing and coordinating office operations, and performing duties that lead to knowledge of generally accepted office management principles

\*As required by the position to be filled, education, training and/or work experience in an area of specialization inherent to the position may be required to meet credential requirement #2.

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
2. Computer Skills — Using computers and computer systems (including hardware and software) to set up functions, enter data, or process information.
  - Accounting, Calendar/Scheduling, Database, Enterprise Resource Planning (ERP), Word Processing, Spreadsheet software
3. Performing Administrative Activities — Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
4. Obtaining Information — Observing, receiving, and otherwise obtaining information from all relevant sources.
5. Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.
6. Communicating with Persons Outside Organization — Communicating with people outside the organization, representing the organization to the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
7. Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.
8. Documenting/Recording Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
9. Identifying Objects, Actions, and Events — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
10. Written and Oral Comprehension — The ability to read and listen/understand information and ideas presented in writing or orally.
11. Oral Expression — The ability to communicate information and ideas verbally so others will understand.
12. Written Expression — The ability to communicate information and ideas in writing so others will understand.